

# Utah Occupational Projections 2000 - 2010

by Occupational Group

|   | Employment     |                | Annual Job Openings |              |              | Hourly Wage |         | Training Level     |
|---|----------------|----------------|---------------------|--------------|--------------|-------------|---------|--------------------|
|   | 2000           | 2010           | Growth              | Replacements | Total        | Entry       | Average |                    |
| <b>Office and Administrative Support Occupations</b>                  | <b>194,800</b> | <b>238,090</b> | <b>4,330</b>        | <b>4,060</b> | <b>8,390</b> |             |         |                    |
| Supervisors, Office and Administrative Support Workers                | 9,700          | 12,000         | 230                 | 190          | 420          | \$11.10     | \$17.20 | Related Experience |
| Communications Equipment Operators                                    | 1,740          | 1,570          | 0                   | 50           | 50           |             |         |                    |
| <i>Switchboard Operators, Including Answering Service</i>             | 1,470          | 1,400          | 0                   | 40           | 40           | \$7.40      | \$9.50  | Short-Term OJT     |
| <i>Telephone Operators</i>  | 230            | 150            | 0                   | 10           | 10           |             |         | Short-Term OJT     |
| Miscellaneous Communications Equipment Operators                      | 30             | 30             | 0                   | 0            | 0            | \$8.20      | \$12.40 | Short-Term OJT     |
| Financial Clerks  | 30,100         | 35,420         | 530                 | 780          | 1,310        |             |         |                    |
| <i>Bill and Account Collectors</i>                                    | 5,890          | 7,970          | 210                 | 150          | 360          | \$9.50      | \$13.00 | Short-Term OJT     |
| <i>Billing and Posting Clerks and Machine Operators</i>               | 4,230          | 5,020          | 80                  | 100          | 180          | \$9.10      | \$11.80 | Short-Term OJT     |
| <i>Bookkeeping, Accounting, and Auditing Clerks</i>                   | 13,550         | 15,540         | 200                 | 270          | 460          | \$8.70      | \$12.30 | Moderate OJT       |
| <i>Payroll and Timekeeping Clerks</i>                                 | 1,280          | 1,480          | 20                  | 40           | 60           | \$9.90      | \$13.40 | Short-Term OJT     |
| <i>Procurement Clerks</i>   | 860            | 820            | 0                   | 20           | 20           | \$9.70      | \$13.80 | Short-Term OJT     |
| <i>Tellers</i>  | 4,280          | 4,600          | 30                  | 210          | 240          | \$7.70      | \$9.20  | Short-Term OJT     |
| Information and Record Clerks   | 54,740         | 72,940         | 1,820               | 950          | 2,770        |             |         |                    |
| <i>Brokerage Clerks</i>   | 410            | 290            | 0                   | 10           | 10           | \$10.60     | \$14.20 | Moderate OJT       |
| <i>Correspondence Clerks</i>  | 270            | 340            | 10                  | 10           | 20           | \$9.80      | \$12.60 | Short-Term OJT     |
| <i>Court, Municipal, and License Clerks</i>                           | 1,230          | 1,660          | 40                  | 20           | 60           | \$6.00      | \$10.30 | Short-Term OJT     |
| <i>Credit Authorizers, Checkers, and Clerks</i>                       | 2,070          | 2,310          | 20                  | 20           | 40           | \$8.10      | \$12.20 | Short-Term OJT     |
| <i>Customer Service Representatives</i>                               | 21,410         | 31,080         | 970                 | 180          | 1,150        | \$8.60      | \$11.30 | Moderate OJT       |
| <i>Eligibility Interviewers, Government Programs</i>                  | 110            | 120            | 0                   | 0            | 0            | \$9.90      | \$12.50 | Moderate OJT       |
| <i>File Clerks</i>  | 2,120          | 2,510          | 40                  | 70           | 110          | \$7.10      | \$9.60  | Short-Term OJT     |
| <i>Hotel, Motel, and Resort Desk Clerks</i>                           | 2,050          | 3,430          | 140                 | 90           | 230          | \$7.00      | \$8.40  | Short-Term OJT     |
| <i>Interviewers, Except Eligibility and Loan</i>                      | 2,630          | 4,030          | 140                 | 60           | 200          | \$6.10      | \$7.90  | Short-Term OJT     |
| <i>Library Assistants, Clerical</i>                                   | 790            | 1,040          | 30                  | 40           | 60           | \$6.20      | \$7.60  | Short-Term OJT     |
| <i>Loan Interviewers and Clerks</i>                                   | 1,710          | 1,550          | 0                   | 10           | 10           | \$10.10     | \$13.10 | Short-Term OJT     |
| <i>New Accounts Clerks</i>  | 610            | 750            | 20                  | 10           | 30           | \$9.50      | \$10.60 | Related Experience |
| <i>Order Clerks</i>   | 3,030          | 2,990          | 0                   | 60           | 60           | \$8.70      | \$11.60 | Short-Term OJT     |
| <i>Human Resources Assistants, Except Payroll and Timekeeping</i>     | 1,200          | 1,510          | 30                  | 30           | 60           | \$10.40     | \$14.10 | Short-Term OJT     |
| <i>Receptionists and Information Clerks</i>                           | 9,630          | 12,500         | 290                 | 210          | 500          | \$7.40      | \$9.50  | Short-Term OJT     |
| <i>Reservation and Transportation Ticket Agents and Travel Clerks</i> | 4,320          | 5,350          | 100                 | 120          | 220          | \$8.10      | \$12.70 | Short-Term OJT     |
| Miscellaneous Information and Record Clerks                           | 1,170          | 1,480          | 30                  | 20           | 50           |             |         |                    |
| <i>Information and Record Clerks, All Other</i>                       | 90             | 90             | 0                   | 0            | 0            |             |         | Short-Term OJT     |
| <i>Financial, Information, and Record Clerks, All Other</i>           | 1,080          | 1,390          | 30                  | 10           | 50           | \$9.40      | \$14.80 | Short-Term OJT     |

\*Annual Wage

Note: Detail may not add to totals because of the exclusion of small occupations and rounding.

Source: Utah Department of Workforce Services, May 2003

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|---|---------------|---------------|---------------------|--------------|--------------|---------------|----------------|-----------------------|
|   | 2000          | 2010          | Growth              | Replacements | Total        | Entry         | Average        |                       |
| <b>Material Recording, Scheduling, Dispatching, and Distributing Workers</b>              | <b>31,060</b> | <b>36,480</b> | <b>540</b>          | <b>850</b>   | <b>1,390</b> |               |                |                       |
| <i>Cargo and Freight Agents</i>   | <i>670</i>    | <i>760</i>    | <i>10</i>           | <i>10</i>    | <i>20</i>    | <i>\$9.40</i> | <i>\$12.90</i> | <i>Moderate OJT</i>   |
| <i>Couriers and Messengers</i>  | <i>1,370</i>  | <i>1,520</i>  | <i>20</i>           | <i>40</i>    | <i>50</i>    | <i>\$6.30</i> | <i>\$8.50</i>  | <i>Short-Term OJT</i> |
| <i>Dispatchers</i>  | <i>2,330</i>  | <i>2,990</i>  | <i>70</i>           | <i>40</i>    | <i>100</i>   |               |                |                       |
| Police, Fire, and Ambulance Dispatchers   | 600           | 840           | 20                  | 10           | 30           | \$10.70       | \$13.40        | Moderate OJT          |
| Dispatchers, Except Police, Fire, and Ambulance   | 1,730         | 2,150         | 40                  | 30           | 70           | \$11.30       | \$17.30        | Moderate OJT          |
| <i>Meter Readers, Utilities</i>   | <i>280</i>    | <i>230</i>    | <i>0</i>            | <i>10</i>    | <i>10</i>    | <i>\$9.40</i> | <i>\$12.70</i> | <i>Short-Term OJT</i> |
| <b>Postal Service Workers</b>   | <b>3,970</b>  | <b>4,010</b>  | <b>10</b>           | <b>110</b>   | <b>110</b>   |               |                |                       |
| Postal Service Clerks   | 630           | 640           | 0                   | 10           | 20           | \$16.30       | \$18.10        | Short-Term OJT        |
| Postal Service Mail Carriers  | 2,170         | 2,190         | 0                   | 70           | 70           | \$16.00       | \$18.20        | Short-Term OJT        |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators                 | 1,170         | 1,180         | 0                   | 30           | 30           | \$9.30        | \$14.40        | Short-Term OJT        |
| <i>Production, Planning, and Expediting Clerks</i>  | <i>2,540</i>  | <i>3,090</i>  | <i>60</i>           | <i>40</i>    | <i>100</i>   | <i>\$9.00</i> | <i>\$15.00</i> | <i>Short-Term OJT</i> |
| <i>Shipping, Receiving, and Traffic Clerks</i>  | <i>6,500</i>  | <i>7,600</i>  | <i>110</i>          | <i>130</i>   | <i>240</i>   | <i>\$9.30</i> | <i>\$15.50</i> | <i>Short-Term OJT</i> |
| <i>Stock Clerks and Order Fillers</i>   | <i>12,490</i> | <i>15,120</i> | <i>260</i>          | <i>450</i>   | <i>710</i>   | <i>\$7.30</i> | <i>\$10.10</i> | <i>Short-Term OJT</i> |
| <i>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</i>                         | <i>600</i>    | <i>780</i>    | <i>20</i>           | <i>20</i>    | <i>30</i>    | <i>\$8.80</i> | <i>\$13.20</i> | <i>Short-Term OJT</i> |
| <i>Material Recording, Scheduling, Dispatching, &amp; Distributing Workers, All Other</i> | <i>310</i>    | <i>360</i>    | <i>10</i>           | <i>10</i>    | <i>20</i>    |               |                | <i>Short-Term OJT</i> |
| <b>Secretaries and Administrative Assistants</b>  | <b>25,910</b> | <b>30,870</b> | <b>500</b>          | <b>440</b>   | <b>940</b>   |               |                |                       |
| <i>Secretaries and Administrative Assistants</i>  | <i>25,910</i> | <i>30,870</i> | <i>500</i>          | <i>440</i>   | <i>940</i>   |               |                |                       |
| Executive Secretaries and Administrative Assistants                                       | 10,670        | 12,960        | 230                 | 180          | 410          | \$11.00       | \$14.90        | Moderate OJT          |
| Legal Secretaries   | 1,910         | 2,470         | 60                  | 30           | 90           | \$11.70       | \$14.70        | Vocational            |
| Medical Secretaries   | 1,850         | 2,440         | 60                  | 30           | 90           | \$9.00        | \$11.50        | Vocational            |
| Secretaries, Except Legal, Medical, and Executive   | 11,480        | 13,010        | 150                 | 200          | 350          | \$8.50        | \$11.20        | Moderate OJT          |

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|---|----------------------|----------------------|---------------------|-------------------|---------------------|----------------------|-----------------------|------------------------------|
|   | 2000                 | 2010                 | Growth              | Replacements      | Total               | Entry                | Average               |                              |
| <b>Other Office and Administrative Support Workers</b>                              | <b>41,560</b>        | <b>48,800</b>        | <b>720</b>          | <b>810</b>        | <b>1,530</b>        |                      |                       |                              |
| <i>Computer Operators</i>   | <i>1,830</i>         | <i>1,610</i>         | <i>0</i>            | <i>30</i>         | <i>30</i>           | <i>\$8.20</i>        | <i>\$13.00</i>        | <i>Moderate OJT</i>          |
| <b><i>Data Entry and Information Processing Workers</i></b>                         | <b><i>6,400</i></b>  | <b><i>6,980</i></b>  | <b><i>60</i></b>    | <b><i>110</i></b> | <b><i>160</i></b>   |                      |                       |                              |
| Data Entry Keyers   | 5,580                | 6,180                | 60                  | 90                | 150                 | \$7.80               | \$9.90                | Moderate OJT                 |
| Word Processors and Typists   | 820                  | 800                  | 0                   | 20                | 20                  | \$7.90               | \$11.40               | Moderate OJT                 |
| <b><i>Desktop Publishers</i></b>  | <b><i>240</i></b>    | <b><i>450</i></b>    | <b><i>20</i></b>    | <b><i>0</i></b>   | <b><i>30</i></b>    | <b><i>\$9.30</i></b> | <b><i>\$13.00</i></b> | <b><i>Vocational</i></b>     |
| <b><i>Insurance Claims and Policy Processing Clerks</i></b>                         | <b><i>1,750</i></b>  | <b><i>1,660</i></b>  | <b><i>0</i></b>     | <b><i>30</i></b>  | <b><i>30</i></b>    | <b><i>\$9.60</i></b> | <b><i>\$12.30</i></b> | <b><i>Moderate OJT</i></b>   |
| <b><i>Mail Clerks and Mail Machine Operators, Except Postal Service</i></b>         | <b><i>2,140</i></b>  | <b><i>2,240</i></b>  | <b><i>10</i></b>    | <b><i>60</i></b>  | <b><i>70</i></b>    | <b><i>\$8.10</i></b> | <b><i>\$9.70</i></b>  | <b><i>Short-Term OJT</i></b> |
| <b><i>Office Clerks, General</i></b>  | <b><i>24,450</i></b> | <b><i>30,670</i></b> | <b><i>620</i></b>   | <b><i>470</i></b> | <b><i>1,090</i></b> | <b><i>\$7.40</i></b> | <b><i>\$10.40</i></b> | <b><i>Short-Term OJT</i></b> |
| <b><i>Office Machine Operators, Except Computer</i></b>                             | <b><i>1,090</i></b>  | <b><i>1,170</i></b>  | <b><i>10</i></b>    | <b><i>40</i></b>  | <b><i>50</i></b>    | <b><i>\$8.10</i></b> | <b><i>\$12.30</i></b> | <b><i>Short-Term OJT</i></b> |
| <b><i>Proofreaders and Copy Markers</i></b>   | <b><i>230</i></b>    | <b><i>280</i></b>    | <b><i>10</i></b>    | <b><i>10</i></b>  | <b><i>10</i></b>    | <b><i>\$7.70</i></b> | <b><i>\$10.20</i></b> | <b><i>Short-Term OJT</i></b> |
| <b><i>Statistical Assistants</i></b>  | <b><i>180</i></b>    | <b><i>210</i></b>    | <b><i>0</i></b>     | <b><i>0</i></b>   | <b><i>10</i></b>    | <b><i>\$7.80</i></b> | <b><i>\$11.80</i></b> | <b><i>Moderate OJT</i></b>   |
| <b><i>Miscellaneous Office and Administrative Support Workers</i></b>               | <b><i>3,260</i></b>  | <b><i>3,520</i></b>  | <b><i>30</i></b>    | <b><i>50</i></b>  | <b><i>80</i></b>    |                      |                       |                              |
| Office and Administrative Support Workers, All Other                                | 1,960                | 1,990                | 0                   | 30                | 40                  |                      |                       | Short-Term OJT               |
| Secretaries, Administrative Assistants, and Other Office Support Workers, All Other | 1,300                | 1,530                | 20                  | 20                | 40                  | \$7.70               | \$11.50               | Short-Term OJT               |

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